

**CHILD SUPPORT SERVICES DEPUTY DIRECTOR**  
(Unclassified Management)

**DEFINITION:**

Under administrative direction, to assist in the management, planning, and coordination of the operations and activities of the Department of Child Support Services; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

Child Support Services Deputy Director is an unclassified management class allocated only to the Department of Child Support Services. Under the direction of the Director, Child Support Services this position is responsible for formulating policies and managing the operations of the Department, acting in the absence of the Director, and directing the program activities of professional, technical, and clerical activities.

**EXAMPLES OF DUTIES:**

Assists in planning, directing, organizing, coordinating, and evaluating the overall activities of the Department; acts in the absence of the Director; develops and implements division budgets; reviews income and expenditures to insure that the program budget is in conformance with approved funding levels; formulates and implements policy, procedures, and standards; identifies operational problems and directs the formulation and implementation of resolutions; directs the activities of professional, technical, and clerical staff; develops methods and procedures in conjunction with departmental attorneys, to implement child support enforcement-related legislation; advises management in the application of Federal, State, and local laws regarding changes in child support procedures and regulations; establishes and maintains effective working relationships with other departments, the Courts, professional groups, and the public; prepares executive level correspondence, reports, and presentations, summarizing issues, scope, level of service, service delivery methodologies, resources, cost estimates, time projections, and legal implications; confers and coordinates activities with elected officials, county executives, court officials, law enforcement agencies, and community groups; and supervises subordinate staff.

**MINIMUM QUALIFICATIONS:**

**Thorough Knowledge of:**

- General Management System (GMS) in principle and in practice.

**General Knowledge of:**

- Federal, State, and local laws and regulations related to child support enforcement.
- Principles and practices of financial and background investigations, assets evaluation, and collections.
- Principles and practices of public administration including general administration, human resource management, fiscal management, budgeting, and accounting.
- Principles and techniques of supervision and training.
- Policy/procedure development and implementation.

**Skills and Abilities to:**

- Plan, organize, direct, and evaluate the overall activities and operations of the Department of Child Support Services.
- Establish and implement policies, procedures, and standards related to the child support enforcement function.
- Coordinate services with County departments, the Courts, and public and private agencies.
- Ensure that child support enforcement activities conform to Federal, State, and local laws and regulations.
- Identify and resolve operational problems.
- Prepare executive level correspondence and reports.
- Supervise and evaluate the work of subordinate staff.
- Prepare and give public presentations on the department's activities, functions, and issues.
- Establish and maintain effective working relationships with staff, the public, courts, media, public officials, and representatives from outside agencies.

**EDUCATION/EXPERIENCE:**

Education, training and/or experience, which demonstrate possession of the knowledge and skills stated above. An example of such an education/experience is:

A bachelor's degree from an accredited college or university in business administration, public administration, law or a closely related field, AND five (5) years of progressively responsible management experience in child support enforcement.

**SPECIAL NOTES, LICENSES OR REQUIREMENTS:****License:**

A valid California Class C driver's license is required at the time of appointment, or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.

**Background Investigation:**

Must have a reputation for honesty and trustworthiness with no felony convictions. Misdemeanor convictions may be disqualifying depending on number, severity and recency. Applicants will be subject to a thorough background check.